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HQ. INSTRUCTION SHEET 580

REMOVE			INSERT			EXPLANATION
REP. NOS.	PAGE NOS.	DATE	REP. NOS.	PAGE NOS.	DATE	
HR	6	3/10/69	HR	6	11/4/70	Paragraph 3 revised to include provision for dependent language training and to eliminate reference to time period no longer relevant.

Arrows in the page margin show the locations of the changes described above.

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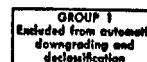
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3. LANGUAGE DEVELOPMENT PROGRAM

- a. **GENERAL.** The purpose of the Language Development Program is to develop skills in foreign languages required to discharge the mission and functions of the Agency. The program calls for determining requirements for foreign language competence, training and testing personnel, and maintaining necessary records.
- b. **DEFINITION.** For the purposes of this regulation professional positions and personnel are those so identified in the subcategory codes of the Occupational Handbook of Position Titles and Codes published by the Office of Personnel.
- c. **POLICY**
 - (1) Each organizational unit that needs language-qualified personnel to carry out its mission will be called, for the purposes of this regulation, a Language Unit. Such a unit may be of any size or at any level of organization (section, branch, staff, base, station, or other). For each Language Unit will be recorded the languages needed, the number of requirements at each level of proficiency, and the minimum number of language-qualified personnel needed to satisfy all the requirements.
 - (2) A Language Unit's language requirements may be either specific or general. Specific language needs are those identified with particular positions, to be called Specific Language Positions. General language needs are those that can be satisfied as long as there is an adequate pool of language qualified personnel in the unit. Certain positions will be identified as General Language Positions. Not everyone assigned to a General Language Position must have language competence, but among the personnel so assigned there must be enough language qualified personnel to give the unit a sufficient inventory of language skills to meet the requirements recorded in accordance with subparagraph c(1) above.
 - (3) Unless a waiver is granted in each case by the Deputy Director concerned, by 1 January 1971
 - (a) any employee occupying a Specific Language Position must have a tested proficiency in the required language at the required level, and
 - (b) any new assignee to a General Language Position must have a tested proficiency in a language and at a level that fills one of the unit's general language needs if any of those needs is unfilled.
 - (4) An employee's proficiency test score in a foreign language is considered valid for three years only unless
 - (a) the employee is stationed in a country where the language is the primary language;
 - (b) the employee uses the language regularly in his work; or
 - (c) the employee has previously been tested and has demonstrated a native level of proficiency in the language.
 - (5) All professional employees in headquarters on 1 January 1971, except those who are to retire within five years, must have valid test scores for the foreign languages in which they claim any degree of knowledge.
 - (6) All newly hired professional employees will be tested for language aptitude. When a new employee is determined to have knowledge of a foreign language, his proficiency will be tested.

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- (7) All professional PCS returnees from overseas [] who have any degree of knowledge of a foreign language will have their proficiency tested, subject to the provisions of subparagraph c(4) above.
- (8) Staff personnel assigned to headquarters or [] field stations may acquire language proficiency through directed or voluntary study at internal or external facilities.
- (9) Where operationally desirable, Chiefs of Station (not Base) may authorize foreign language training overseas at Agency expense for wives of staff employees. Language training for other dependents must be authorized by the Deputy Director concerned.
- L (10) Language requirements are to be reviewed and updated by 1 December of each year.

d. RESPONSIBILITIES

(1) Each Deputy Director will

- (a) identify the Language Units of his directorate and determine for each such unit the languages needed, the necessary proficiency levels, the number of requirements at each level, and the minimum number of language-qualified personnel to satisfy the unit's language requirement and identify positions in that unit according to the descriptions given in subparagraph c(2) above;
- (b) ensure that his directorate has an adequate number of employees with tested foreign language capability to satisfy the directorate's requirements;
- (c) submit to the Language Development Committee by 1 January of each year a report of the number of employees for whom language requirements have been waived during the preceding year;
- (d) refer professional PCS returnees from overseas [] to the Office of Training for scheduling of language proficiency tests, subject to the provision of subparagraph c(4) above;
- (e) formulate a directorate policy for the development of language skills, considering, in addition to the specific operational needs of his directorate:
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- (1) The language requirements for junior professional officers
 - (2) Encouragement of a courtesy level proficiency in the language of the host country for professional and nonprofessional employees assigned overseas
 - (3) Inclusion of evaluative comments on relevant language skills in fitness reports
 - (4) Language aptitude and foreign language proficiency as factors in recruitment of new Agency employees, and in the determination of entrance grades
 - (5) Use of Language Proficiency Step Increases as incentives for self-study of languages for which the directorate has a priority need, for superior achievement in sponsored study of such languages, and for development while assigned overseas of usable proficiency in any language through self-study and personal effort
 - (6) Language competence as a factor in promotion

(2) The Director of Personnel will:

- (a) Record the language and proficiency level requirements of Language Units and record all language positions by type of designation.

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